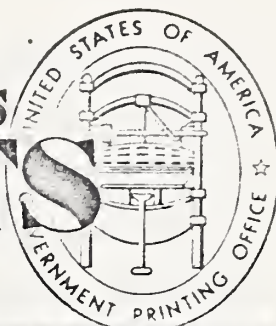


Public Documents HIGHLIGHTS



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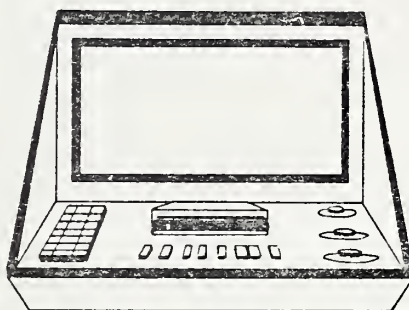
Implementation of MARC Format Under Consideration

Assistant Public Printer (Superintendent of Documents) W. H. Lewis announced at the ALA mid-winter convention plans to implement the MARC format in the cataloging of publications for the Monthly Catalog as of Jan. 1, 1976. According to the Superintendent of Documents, the Monthly Catalog will continue to be published in its present format. The conversion to MARC, however, will make accessible to libraries the Monthly Catalog data base in tape form.

In line with these developments, GPO librarians are investigating the workings of the MARC system as well as the necessary changes that would take place in the Public Documents Library procedures as a result of this conversion.

One modification being considered is the possibility of the Library joining FLECC (Federal Libraries Experimental Cooperative Cataloging). This network provides member Federal libraries with access to the MARC data base for both monographs and serials.

Also under examination is the modification of the cataloging procedures according to Anglo-American cataloging rules and the necessity of providing training for the catalogers in these techniques.



Microforms Project Approved

The Chairman of the Joint Committee on Printing approved the proposed Government Printing Office Microform Pilot Project on January 9, 1975.

The project calls for the conversion of some 63,000 pages of the Code of Federal Regulations to a 98 frame nominal 24:1 reduction ratio microfiche format for distribution to 24 participating Depository Libraries for a period of approximately four months. It is expected that film will be distributed by mid-June or early July.

At the conclusion of the project all recommendations, findings, and an economic analysis will be forwarded to the Joint Committee on Printing for final determination of the advisability and practicality of further microform involvement by the Government Printing Office.

Future issues of Public Documents Highlights will provide added information on the progress of the microform project.

Superintendent's Log

John D. (Jim) Livsey has been named Director of the Library and Statutory Distribution Service.

He has served in the capacity of Acting Director since December 24, 1974. Previously, he was employed as GPO Microform Program Manager.

Mr. Livsey came to the Government Printing Office from the Planning and Development staff of the Navy Publications and Printing Service, Washington, D.C. He has 25 years of printing plant operations and publications distribution experience.

Mr. Livsey addresses documents workshops, American Library Association committee meetings and other library groups on a variety of subjects involving printing and microform product distribution and use.

His mailing address is: Director, Library and Statutory Distribution Service (SL), Government Printing Office, Washington, DC 20042. His telephone number is (703) 557-2050.

Where Has My Highlights Gone?

A depository librarian in Oklahoma has reported that she has

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SPOTLIGHT ON DEPOSITORY OPERATIONS

Depository Distribution

An on site report by a depository librarian

A librarian working with a depository collection frequently experiences some head scratching (and hair pulling) which are associated with receiving and processing the depository shipments. One often wonders why in the world is the November issue of *American Education* arriving before the September and October issues? Or why are "they" sending separate shipments which have not been listed on any shipping lists for the past three weeks?

The Library and Statutory Distribution Service, which is responsible for the depository distribution of the Government Printing Office, is housed in an office building and warehouse complex in Alexandria, Virginia. As a result of its move to these new headquarters, the Service gained more square footage of working space but also inherited some unexpected headaches.

In the warehouse area, the depository distribution stock is received, identified, and prepared for mailing to depository libraries. The sheer bulk of the distribution stock is staggering. The documents are stored in boxes which are stacked on pallets (wooden platforms), and each pallet comprises approximately a 4' x 4' x 4' mass. There are at present about 1,600 pallets, and there is not enough floor space to have each pallet placed side by side, one pallet high, in neat rows. Since space is limited, one pallet gets stacked on top of another pallet until there are stacks three or four pallets high. The problem is further compounded because these rows of pallets are flush against each other. In order to locate what is in the center of the stacks, pallets, pallets, and more pallets must

be moved with a fork lift. Once the backlog is diminished, the pallets will be stored on metal pallet racks, yet to be installed, which will keep each pallet in a separate "compartment" and make storage and retrieval much easier.

While this backlog on the pallets is being identified as either depository or survey documents, the new depository documents are arriving daily from GPO or its contract printers. Keeping up with the current material is a full-time job and catching up with the backlog is an overpowering task.

The people who are trying to get the warehouse functioning more systematically are very aware that one should get the November issue of a publication before the December copy. They think, however, that if some documents can be sent out to depositories immediately, it is better to do this than to wait and search for an earlier issue, a process which might take days. Also, this particular problem will almost disappear when all of the subscription titles go on automatic mailing to depository libraries.

Progress is being made. An inventory of the warehouse stock has been taken, and many of the titles (some are 1974 issues of periodicals) that could not previously be located have been found. What appears on the surface to be hopeless is not completely so. The Service is working quite hard to reduce the backlog and is committed to getting the depository distribution operating properly.

Surveys, Special Offers and Backlogs

There are approximately 150 new survey item numbers being processed for movement to the depository libraries. The first survey (75-1) was conducted in early January and involved 48:1 reduction ratio microfiche supply cata-

logs. The second survey (75-2) involves six publications which are now in the hands of the depository librarians on shipping list 7590.

At least one survey will be undertaken each week until all such material has been shipped. The procedure for moving the survey material calls for one copy of each item to be shipped to regional depository libraries and the balance to be distributed randomly to selective depositories. Claims for sample copies of survey material will not be honored.

Material that has been retained for long periods of time because of insufficient copies to completely satisfy distribution requirements will be handled as special offers. A copy will be sent to each regional depository and offered on a shipping list to those libraries desiring a copy. A deadline date will be indicated on the shipping list for receipt of copy requests. When the supply of material has been exhausted the copy request will be returned to the particular library.

This procedure will be used only in those cases where all efforts to secure additional copies have been exhausted. A paragraph repeating this procedure will be included in appropriate shipping lists.

Claims

Making a claim for a missing item on a depository shipping list has always been considered a rather simple procedure. With a backlog of claims waiting to be filled, a few remarks about this accumulation are offered, as well as some reminders about the claims procedure.

The move of the Library and Statutory Distribution Service to Alexandria, Virginia and the loss of personnel resulting from that move helped contribute to the back-up of claims.

Until now, there has never been a "claims unit" with a staff who



dealt only with claims. Filling claims has primarily been the responsibility of the Library which utilized people from the Depository Unit or Distribution Unit to fulfill this obligation. Other employees in the Library have frequently been pressed into helping with claims (as they are now) when the number of claims increased drastically. At the present time, job descriptions and related documents have been prepared for establishing a Claims Unit and are awaiting approval.

When processing claims it becomes evident very quickly that some refinements in the claims procedure need to be implemented in order to expedite these requests.

Claims can be filled more quickly if only one item per claim form is listed. Occasionally, there is not enough claim stock to satisfy all the claims for a particular item, and the Library has to check with other sections of the GPO for the publication. If the item is not available at the GPO, the documents are requested from the originating agency which may or may not have available copies. If one item on the form can be filled and the other item must wait for copies to be provided, this obviously causes a delay.

Since claims have been filled slowly, some libraries are making second and third claims for the same item (or items). When working with claims from older shipments, the forms are not kept in shipping list order but are grouped by specific documents. As a result, the second and third forms are not put immediately with their predecessors. In fact, since there are so many claims and various people work with them from day to day, the duplicate claims may never be matched up. Besides adding to the tremendous number of claims, many libraries will receive duplicate shipments of their claims. This of course, adds to the GPO's expense in obtaining these publications.

It also helps the Library to expedite a claim for an entire ship-

ment if a copy of the shipping list is enclosed with the items circled that have been selected. A Regional depository would not have to do this since they receive everything. It is very time consuming for the Library to determine which items a particular depository should receive in an individual shipment.

More careful attention should be given to filling out the forms. When making a claim, it should refer to a specific shipping list and date. Many claims arrive with no return address provided, which means someone has to identify the depository library from its number and type an address label. Every time the Library has to provide some missing data on the claim form, it slows down the whole process. Every exception must be given special attention, and when these exceptions are multiplied by hundreds, it becomes a huge problem.

Claim forms are also being used to request a replacement for a defective copy. These requests can be handled more quickly if claim forms are not used. A regular business letter is appropriate for requesting replacements for defective copies.

Claim forms are frequently used for inquiries such as "Why hasn't our library received the July and August issues of Monthly Labor Review? Please send." Unless an item has appeared on a shipping list, it should not be claimed. These types of inquiries on claim forms only tend to bog down the system and cause delays in getting answers to the depository libraries. A letter requesting this information can be handled more quickly by the Library.

Requests are being made to various agencies for their publications that are needed to fill claims. There are people from the Library who are working in various sections of the GPO trying to fill as many claims as possible from these sources. It will take time, but as many claims will be filled as there are publications available.

Questions and Answers

Q. I have not received a Monthly Catalog in several months. When can I expect another one?

A. The status of the December 1974, January, February and March 1975 Monthly Catalogs is as follows: December—the index is in the process of being prepared for the printer. This index, the 1974 annual cumulation, presented problems since it merged both automated and manually prepared indexes. January—should be off the press by April 4. February—the text is being corrected in the computer and the appendix is in the final stages of preparation. March—entries are currently being keyed into the computer.

Q. Do you have a master list of Public Health Service publications arranged by PHS number and indicating the proper Superintendent of Documents Classification number for each one?

A. No such list has been published but the shelf list in the Public Documents Library does contain "key cards" which list in numerical sequence the publication numbers and corresponding class numbers. Publication numbers with the PHS prefix were used until 1969 at which time numbers with the DHEW prefix were substituted. Librarians may visit the Library and use the key cards to check both the PHS and DHEW numbers.

Q. How long must a depository library retain its copies of the shipping list?

A. Shipping lists should be retained to make claims for items previously selected by a library that appeared on a particular list but were omitted from the actual shipment. Claims for
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LIBRARIAN'S EXCHANGE

The Government Publications Section of the State University of New York at Albany prepares a card containing the publishing history of each series received. The history includes changes in the Su Docs classification number, title changes, changes in the name of the issuing agency and related series. The history card is attached to the series record card which is arranged

in the Kardex file according to class number. A separate card is prepared for each class number in a series since the record cards remain on file after a class change has been made. The history cards ensure that an individual can know at a glance what the status of a series is without much searching and can ascertain this information from any point within the life of the series.

C 56.109: (v/no) Economic Analysis Bureau/Survey of current business (Monthly)

ITEM No. 228

Sudoc varies:

C 3.33: July 1921-Dec. 1930.....(v. 1-10)
C 18.35: 1931-Dec. 1953.....(v. 11-33)
C 48.8: Jan. 1954-Dec. 1971.....(v. 34-51)
C 56.109: .. Jan. 1972-(v. 52, no. 1-) S.L. 6295 2/8/72

Related subject:

C 56.109: Survey of current business (Monthly)
C 56.109/2: Business Statistics (Weekly supplement to Survey)
C 56.109/3: (Special supplement to Survey of)
..... Business statistics (Biennial supplement to Survey)

Where Has My Highlights Gone?

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never received a copy of Public Documents Highlights and that in her contacts with other depository librarians in the State, they have also reported non-receipt of their copies.

The address labels used to mail issues of the bulletin have been checked and it was verified that copies were mailed to all depository libraries at the appropriate time. The label, however, did not contain the phrase "Attention Depository Librarian."

In an attempt to improve the distribution of Highlights, a single copy will be inserted in the carton of a normal depository shipment with a notation added to the appropriate shipping list that the publication has been included. If you do not receive your copy submit a claim for the issue.

Questions and Answers

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non-receipt of depository publications must be postmarked within 15 days from the date of receipt of the Daily Depository Shipping List on which the publications were listed. No claims will be honored for material which is over 45 days old. Thus, it is a good idea to keep the shipping list during the period when it is permissible to make claims, but it is not necessary to retain them past this point if you maintain other adequate records of what has been mailed.

Q. What should a depository library do when it receives a duplicate depository shipment?

A. First, notify the Public Documents Library. If a library receives a duplicate shipment it may mean that another library has received no shipment. We would like to check our mailing facilities to see if there are any

discrepancies. A library may then dispose of the shipments through various means, as for example, offering the publications to other educational institutions in the vicinity. We would like, however, to have the bound volumes, e.g., serial set volumes returned to us as these are costly and can be used to fill missing shipments.

Q. What is the easiest and most efficient method for unpacking cartons that contain multiple shipments?

A. The multiple shipments within a carton are separated from each other by the shipping list which is placed on top of the corresponding shipment. It is best to remove each shipping list and the publications beneath it separately rather than emptying the carton at one time. This method will ensure that publications will not be separated from their proper shipping list.

Q. Can a library select depository items in fiche and hard copy?

A. When depository items are offered in fiche form on a wide scale basis, a library will be able to select the items it receives in either fiche or hard copy form. Only one form may be selected for each particular item but it is permissible to switch to the other form at any time.

Public Documents Highlights is circulated bi-monthly by the Superintendent of Documents, Washington, D.C. 20402, and is mailed at first class postage rates. Public Documents Highlights is intended primarily for librarians of the Federal Depository Library Program. Material proposed for circulation may be submitted to the Editor, Public Documents Highlights, Library and Statutory Distribution Service, Government Printing Office, Washington, D.C. 20402. The Superintendent of Documents, however, retains the right to accept such material, to edit it, and to assign priorities of circulation.

